

CITY OF TIGARD, OREGON

RESOLUTION NO. 05- 49

A RESOLUTION EXTENDING CITY OF TIGARD'S WORKERS' COMPENSATION COVERAGE TO  
VOLUNTEERS OF THE CITY OF TIGARD

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WHEREAS, the City of Tigard acknowledges the valuable service rendered by City of Tigard volunteers;  
and

WHEREAS, the City of Tigard participates in the City County (CIS) Insurance Services Group Self-  
Insurance Program; and

WHEREAS, it is required that a resolution be passed by the Tigard City Council in order to extend  
workers' compensation to City of Tigard volunteers.

NOW, THEREFORE, BE IT RESOLVED by the Tigard City Council that:

SECTION 1: Pursuant to ORS 656.031, workers' compensation coverage will be provided to  
classifications listed on the attached Volunteer Election Form (Exhibit A).

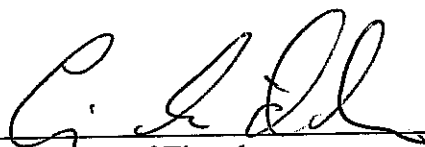
SECTION 2: A roster of active volunteers will be updated monthly for reporting purposes.

SECTION 3: Unanticipated volunteer projects not addressed herein will be added to the City of Tigard's  
coverage agreement by endorsement and advance notice to CIS, allowing at least two weeks  
for processing. It is hereby acknowledged that worker's compensation for unanticipated  
volunteer projects cannot be backdated.

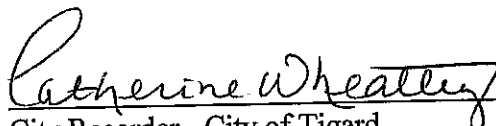
SECTION 4: This resolution shall be updated annually.

SECTION 5: This resolution is effective immediately with the City's membership in the CIS Workers'  
Compensation Self-Insurance Services Group established retroactively to July 1, 2005.

PASSED: This 20<sup>th</sup> day of July 2005.

  
\_\_\_\_\_  
Mayor - City of Tigard

ATTEST:

  
\_\_\_\_\_  
City Recorder - City of Tigard

**VOLUNTEER ELECTION FORM**

CIS' ability to provide workers' compensation coverage for volunteers is directly related to each entity's ability to keep verifiable records of the names and hours worked by participants. Claims adjusters will verify coverage at the time a claim is filed.

**Public Safety Volunteers**

The following volunteer positions are reported in NCCI Classification Code **8411V**, using an assumed monthly wage of no less than \$800 per volunteer per month (regardless if one day or 30 are worked) for contribution payment and calculation of benefits. This assumed monthly wage may be increased at the employer's discretion in increments of \$100.

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2005 to 6/30/2006				
Multiply (1) x (2) = Estimated Assumed Payroll				
Volunteer Category	NCCI Code	(1) Est. No. of Volunteer Months*	(2) Assumed Monthly Wage	(3) 2005-06 Estimated Assumed Payroll
Reserve Police Officers (12 ea.)	8411V	144	\$4,100	\$590,400
<b>TOTAL:</b>				<b>\$590,400</b>

\*Using last year's rosters, estimate the number of volunteer months for each position and enter the total on the appropriate line in Column (1). Some volunteers are not active every month, i.e., one volunteer firefighter may be active five months out of the year, two volunteer firefighters may be active 12 months out of the year, and five volunteer firefighters may be active only one month out of the year. Thus, the number of volunteer firefighter months would be 34.

**Non-Public Safety Volunteers**--Assumed wage must be at least \$7.25 per hour or \$800 per person per month minimum.

Unpaid boards, commissions, and councils: CIS has designated Class Code **8742V** for this type of exposure. If they are only reimbursed for expenses, receive no remuneration and you wish to provide workers' compensation benefits, you may do so using an aggregate \$2,500 assumed annual payroll amount for each board, commission, and council you elect to cover. Please call if you have questions or need advice.

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2005 to 6/30/2006	
Unpaid Boards, Commissions and Councils	
Type (Planning Commission or Budget Committee, etc.)	2005-06 Estimated Assumed Payroll (\$2,500 each)
Budget Committee	\$2,500
Library Board	\$2,500
Planning Commission	\$2,500
18 Other Miscellaneous Committees, Boards, Task Forces – see attached	\$45,000
<b>TOTAL:</b>	<b>\$52,500</b>

Public officials: CIS has designated Class Code **8742V** for this type of exposure as well. Coverage for this exposure is available based on an assumed monthly wage of \$800 per month per public official.

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2005 to 6/30/2006			
Multiply (1) x (2) = Estimated Assumed Payroll			
Position (Mayor, etc.)	(1) No. of Months per year	(2) Assumed Monthly Wage (\$800)	(3) 2005-06 Estimated Assumed Payroll
Mayor	12	\$800	\$9,600
City Councilors (4 ea.)	48	\$800	\$38,400
<b>TOTAL:</b>			<b>\$48,000</b>

Inmates/Community Service Workers: If your entity uses workers from the correctional system (i.e., community service workers, inmates on work release, peer review crews, etc.), it is important to clarify in writing who will provide workers' compensation coverage for these workers prior to work inception. CIS recommends you obtain a Certificate of Coverage for Workers' Compensation from the sentencing court or make arrangements to provide coverage through your own entity. If you are responsible for providing the workers' compensation coverage, be sure to keep monthly time records for these workers and report them using Oregon minimum wage. CIS has designated Class Code **7720V** for this type of exposure.

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2005 to 6/30/2006						
Multiply (1) x (2) x (3) x (4) = Estimated Assumed Payroll						
Volunteer Category	NCCI Code	(1) Est. No. of Volunteers per month	(2) No. of Hours per month	(3) No. of Months per year	(4) Oregon Minimum Wage (\$7.25)	(5) 2005-06 Estimated Assumed Payroll
Car Transport	7720V	1	4	12	\$7.25 *	\$348
Community Service Supr.	7720V	1	10	6	\$7.25 *	\$435
Juvenile Court Offenders	7720V	5	3.3	12	\$7.25 *	\$1,436
PEER Court	7720V	8	4.7	12	\$7.25 *	\$3,271
<b>TOTAL:</b>						<b>\$5,490</b>

*Miscellaneous:* Assumed payroll for all other volunteer elections should be computed at Oregon minimum wage using actual hours worked and reported in the appropriate NCCI classification code with a "V" added to the end. Unanticipated volunteer projects or exposure can be added throughout the coverage year (1) by endorsement, (2) with advance notice to CIS, and (3) allowing two weeks for processing. Coverage of this type cannot be backdated.

City County Insurance Services Volunteer Election Form for Coverage Year 7/1/2005 to 6/30/2006						
Multiply (1) x (2) x (3) x (4) = Estimated Assumed Payroll						
Volunteer Category	NCCI Code	(1) Est. No. of Volunteers per month	(2) No. of Hours per month	(3) No. of Months per year	(4) Oregon Minimum Wage (\$7.25)	(5) 2005-06 Estimated Assumed Payroll
Photographer	4361V	1	2.5	4	\$7.25	\$73
Graffiti Removal Maint.	5474V	12	1.25	4	\$7.25	\$435
Painting Services Interior	5474V	10	10	1	\$7.25	\$725
Library Volunteers-Travel	7380V	12	3.5	12	\$7.25	\$3,654
Office Assistance	8810V	5	30.8	12	\$7.25	\$13,398
Library Volunteers	8810V	100	14.6	12	\$7.25	\$127,020
Tigard Safety Town	8868V	20	33.5	2	\$7.25	\$9,715
DARE Camp	9015V	60	40	2	\$7.25	\$34,800
Park Landscape Maint.	9102V	100	1.6	9	\$7.25	\$10,440
Earth Day Celebration	9402V	50	3	1	\$7.25	\$1,088
Temporary Sign Removal	9402V	4	1.6	12	\$7.25	\$557
Make A Difference Day	9402V	200	1.5	1	\$7.25	\$2,175
Storm Maintenance	9402V	25	5	4	\$7.25	\$3,625
Street Clean Up Program	9402V	25	2	12	\$7.25	\$4,350
Water Hydrant Maint.	9402V	10	2.5	4	\$7.25	\$725
Door to Door Distribution	9410V	5	5	2	\$7.25	\$363
Election Ballot Collectors	9410V	5	1	2	\$7.25	\$73
<b>TOTAL:</b>						<b>\$213,216</b>

### **Tigard's Miscellaneous Boards, Committees and Task Forces – 18 Groups**

- Action Committee – Community Character & Quality of Life
- Action Committee – Growth and Growth Management
- Action Committee – Public Safety
- Action Committee – Schools, Education and Youth
- Action Committee – Transportation & Traffic
- Action Committee – Urban & Public Services
- Mayor's Blue Ribbon Task Force
- Building Appeals Board
- Committee For Citizen Involvement
- Downtown Task Force
- Intergovernmental Water Board
- Mayor's Appointment Advisory Council
- Park & Recreation Advisory Board
- Planned Development Code Review Committee
- Tigard Beyond Tomorrow Vision Task Force
- Transportation Financial Strategies Committee
- Tree Board
- Youth Forum

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